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**Announcement Number:** 06-503  
**Position Title:** Supervisory Contract Specialist or  
Supervisory Printing Services Specialist  
**Series and Grade:** PG-1102-13  
PG-1654-13  
**Salary Range:** \$77,353 - \$100,554 PA  
**Promotion Potential:** None  
**Opening Date:** 06/02/06  
**Closing Date:** 06/15/06  
**Location of Position:** Customer Services  
Agency Publishing Services  
Procurement and Contracts Office  
**Number of Openings:** Two (2)  
**Type of Appointment:** Permanent  
**Work Schedule:** Shift 1  
**Who May Apply:** Permanent GPO Employees

**MAJOR DUTIES:**

The incumbent serves as the local expert on procurements and uses a variety of contract types to perform a full range of contracting and related activities in order to satisfy customer publishing needs which are critical to their agency mission. The incumbent utilizes technical knowledge and contracting expertise to develop statements of work which clearly describe customer objectives. Manages a service team and provides a full range of supervisory duties including performance management, selection and promotion decisions, identification of training needs for subordinate staff and disciplinary actions. Manages workflow to ensure timely service and generates production reports. Develops interactive relationships with customer agencies and provides advice to customer agencies regarding new contract requests and conducts pre-bid and pre-proposal conferences. The incumbent is expected to stay abreast of printing industry developments and to offer creative approaches to contracting. Obtain information from technical experts and other knowledgeable sources to resolve issues that may arise because of new technology or contracting concepts. Communicate with a diverse group of customers, vendors in the printing and publishing industry, as well as management and non-management employees across all business units and levels of the Government Printing Office. Manages and participates on assigned special projects. Performs other duties as assigned.

**QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Specialized experience is experience which includes writing, certifying, and administering various types of contracts plus assisting supervisory personnel in providing staff support and in organizing workflow. All qualification and time-in-grade requirements must be met by the closing date of this announcement.

**BASIC EDUCATION REQUIREMENTS FOR THE CONTRACT SPECIALIST, PG-1102-13:** A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts,

purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**NOTE:** This is an **INTERDISCIPLINARY** position. The position may be filled as one of the following titles: Supervisory Contract Specialist, PG-1102-13 **or** Supervisory Printing Services Specialist PG-1654-13.

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate, narrative response statements for each KSAO with your application package.

**Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Ability to perform a full range of contracting activities required for forming and administering a variety of contract types and methods for the procurement of printing/publishing products and services.
2. Knowledge of GPO Printing Procurement Regulations, GPO Contract Terms, GPO Quality Assurance Through Attributes Program, GPO Billing Instructions, JCP Printing & Binding Regulations, Title 44 of U.S.C., and Federal procurement regulations.
3. Ability to perform a full range of supervisory duties for a team of employees.
4. Skill in providing customer service and support including communicating both orally and in writing with a diverse group of individuals.
5. Knowledge of printing technologies, equipment, capabilities and processes.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**Step 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at <http://www.resumechecklist.gpo.gov>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**

**Step 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

**Step 3:** Prepare separate, narrative responses to each of the KSAOs listed in this announcement.

**Step 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

**Send Your Complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information Please Contact:**

Valerie J. Tripp  
Human Capital Department  
Phone: (202) 512-1178  
TDD: (202) 512-1519

**Your complete application package must be received at the address below by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

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